

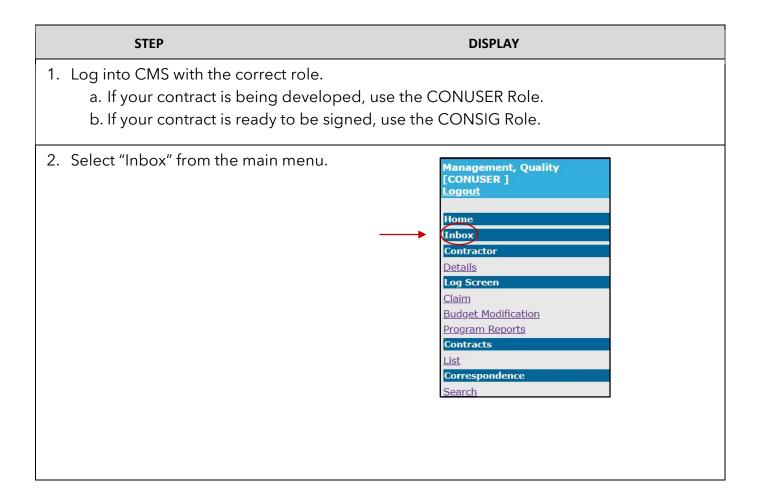
Contract Management System Viewing Contract Schedule Information and Checking Contract Status

In the Contract Management System (CMS), schedule information provides details about a contract. It shows the number of days assigned to each review stage, the status, a completion date, and the name of the individual processing each stage.

Note: Your "CMS Inbox" displays only the current review stage and the number of days remaining for that task. To see a detailed overview of your contract schedule and status, follow the instructions below.

Viewing the Contract Schedule from the CMS Inbox

Contractors will <u>only</u> be able to view the contract status using this method when the contract is with the contractor for development or signature.





3. From the "CMS Inbox", select "CTRCT" from the "Task" column.

	CMS InBox					
Task	Contract	Program Name	Review Stage	Reviewer	Log Status	Stage Days Remaining
ADVANCE	TESTQA1	Advantage After School	With Contractor	Management, Quality [CLAIMSIG]	Pending	0
ADVANCE	TESTQA1	Advantage After School	With Contractor	Management, Quality [CLAIMSIG]	Pending	0
ADVANCE	ADVTEST	Administrative Services	With Contractor	Management, Quality [CLAIMSIG]	Pending	0
ADVANCE	ADVTEST	Administrative Services	With Contractor	Management, Quality [CLAIMSIG]	Pending	0
ADVANCE	C028264	Advantage After School	With Contractor	Management, Quality [CLAIMSIG]	Pending	0
AMEND	C028220	Administrative Services	Package To Contractor For Dev.	Management, Quality [CONUSER]	Pending	-666
CTRCT	T012029	Administrative Services	With Contractor	Management, Quality [CONUSER]	Pending	0
CTRCT	T012028	Administrative Services	With Contractor	Management, Quality [CONUSER]	Pending	0

4. On the
"Contract
Review
Module"
screen, locate
the
"Schedule"
banner and
select "Show"
to display the
details of the
task schedule.

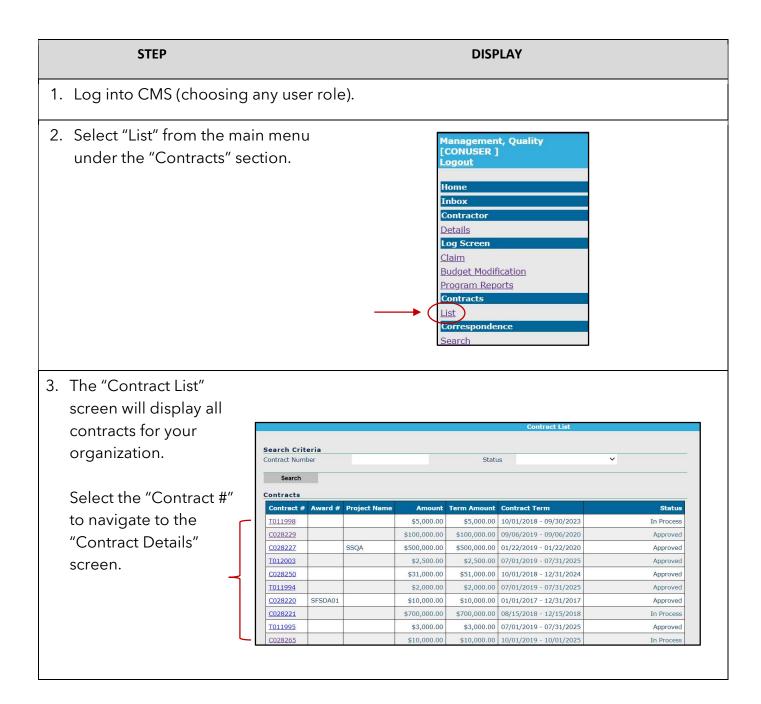


Note: Selecting "Hide" will remove the schedule from view.



Viewing the Contract Status When in Any Stage

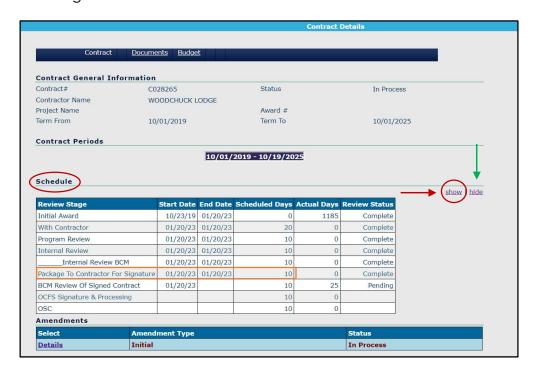
In addition to viewing the contract from the "CMS Inbox" as detailed above, the method described below will allow you to view the current status of the contract including the review stage.





4. On the "Contract Details" screen, locate the "Schedule" banner and select "Show" to display the details of the schedule, including Contractor stages.

Note: Selecting "Hide" will remove the schedule from view.





There are a scheduled number of days next to each Contractor stage. Complete within the assigned number of days so that your contract is completed in a timely manner.